



Special Event Permit

Introduction

Introduction:

Scottsdale, Arizona enjoys many special events and festivals that help create the image of an exciting city. It is the City's goal to permit events that are safe and do not adversely impact the quality of life of Scottsdale residents. In order to help organizers of special events coordinate their plans with City requirements, we have compiled this application, containing information related to the City's review process.

Please read this information completely, even if you have planned events before, because with passage of the special events ordinance there may be several changes that will affect your next event such as fees, neighborhood notification, impact mitigation, signage, etc.

Please keep in mind acceptance of application should not be construed as approval of request.

Permit Process:

The permit application process begins when you contact Nicole Curtis in Development Services, 480-312-7673 regarding your proposed event. Development Services is located at 7447 East Indian School Road, Suite 100 (SEC of Indian School & Drinkwater). If the event is located in the Downtown area, a special pre-application meeting with the Downtown staff is required. **Please remember you need to apply for your permit a minimum of 30 days before the event. It is strongly recommended that you contact the City a minimum of 60 days in advance of your event to avoid any unwanted delays.**

The fee for a special event permit is \$67.00. Please keep a copy of your Special Event permit on-site during your event; a Code Enforcement Inspector or other city staff may ask to see it.

Application Submittal

After you have completed your application, you will submit it to Nicole Curtis; The weekly submittal deadline is Tuesday at Noon. You also need to schedule your attendance at the next available Special Events Committee Meeting. The Special Event Committee will review your application; meetings are held every Wednesday at 9 am. Special event permits are issued in 10 working days based on a complete application. Delays in providing required items to the Committee may delay the review process.

Planning Your Event:

Special events may be held on public or private property. Special events may also be considered for public rights-of-way such as streets and sidewalks in commercial, residential, or industrial zoned areas. There may be special requirements for events on public or private property, and limitations on the use of certain streets or other public rights-of-way. Events that impact the street system will require additional planning and impact analysis.

Events on Public Property

With the proper authorization, special events may be held in public places such as parks and other City owned property. Events held in public places owned by the City need authorization from the Community Services (Parks) Department, (480) 312-2304 or other City departments or entities. For example, events at the Civic Center Mall require the authorization of the Community Services Department. Events at the Tournaments Player Club and Westworld, (480) 312-6810 require a separate license and contract obtained from that site. See pages 18 and 19 for insurance requirements for Special Events on City owned property where liquor is being served.

Events on Private Property

Special events are allowed on private property although some zoning restrictions may apply. Please refer to the special events ordinance for specific requirements (see Section 7.900 of the Scottsdale Zoning Ordinance).



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Events within the Public Rights-of-Way

Events on streets and sidewalks in commercial, residential, or industrial zoned areas are considered events within the public rights-of-way. There may be special requirements and limitations on the use of certain streets to ensure safe and adequate traffic flow to areas near the special event. Any special event that impacts traffic or circulation in the area through lane closures, or other means, is subject to the Transportation and Police Departments' review and approval. Proposed lane closures and/or use of sidewalks should be discussed at your pre-application meeting with the Special Events Committee. There are also insurance requirements as discussed below.

Other Permits/Licenses:

In addition to the special event permit, other permits may be required for your event. Although the Special Event Committee will help you to identify all the permits required for your event the following briefly presents information about other permits and licenses that may be needed:

- **Temporary Extension of Premises:** A permit is required by the Arizona Department of Liquor Licenses & Control in order to temporarily expand or enlarge the area covered by your current liquor license. This permit is reviewed by the City of Scottsdale and a recommendation is made to the State. (See additional information under alcohol). You can obtain the application on line at:
<http://www.azll.com/a-forms/EXTENSIONOFPREMISESPATIOPERMIT.pdf>
- **Special event liquor license:** If you plan to sell or furnish liquor, a special event liquor license application must be submitted to the City 21 days prior to the event. Special Event liquor licenses are only available to qualified charitable, civic, fraternal, political party/campaign committees, or religious organizations. Special Event Liquor Applications can be obtained by calling 480-312-2400 or on line at:

<http://www.scottsdaleaz.gov/licenseguide/LicenseCatalogDetail.asp?T=SEL>.

Completed applications must be submitted to the Tax & License Registration offices located at 7447 E. Indian School Rd., Suite 110, or 9379 E. San Salvador, Suite 100 (480-312-2400). (See additional information under alcohol).

- **Transaction privilege (sales) tax license:** This City license is obtained at the City's Tax & License Registration Offices 7447 E. Indian School Rd., Suite 110, or 9379 E. San Salvador, Suite 100 480-312-2400). Both rental fees, entry fees, and retail sales are taxable.

<http://www.scottsdaleaz.gov/licenseguide/LicenseCatalogDetail.asp?T=STX>

- **Charitable solicitation permit:** This City permit is obtained at the City's Tax & License Registration offices (480-312-2400), or on line at:

<http://www.scottsdaleaz.gov/licenseguide/LicenseCatalogDetail.asp?T=NOP>

This permit is a non-profit registration which must include a copy of the 501 © form and a prior years financial statement.



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Promoter License:

If applicable, a Promoter license application and complete list of vendors must be submitted, at least 45 days prior to the start date of an event. An updated vendor list must be submitted bi-weekly to the Tax & License Registration Office. When all of these requirements are met, no fee is due. If all of the criteria are not met by the deadlines, the promoter is subject to a license fee of \$250.00. Payment is due by the first day of the event. Please contact the Tax & License Registration office at (480) 312-2400 for more information.

Insurance:

All special events require the event holder to carry liability insurance for their own protection as well as insurance protection for the city. Required coverage and limits will be at the discretion of the Risk Management Division depending on the size and scope of the event. Generally, event insurance takes considerable lead-time to place. It is recommended that arrangements be made early in the event planning process.

Prior to the issuance of your Special Event Permit, the event producer shall submit a Certificate of Insurance showing the following insurance limits and coverages are in full force and effect:

Commercial General Liability	\$1,000,000	Each Occurrence
This insurance is required from all Event Producers.	\$2,000,000	Products / Completed Operations
	\$2,000,000	General Aggregate
Business Automobile	\$1,000,000	Each Accident
	<i>This insurance is required for all Event Producers and Vendors who will be driving vehicles on City property</i>	
Workers' Compensation	<i>When required by Arizona statute</i>	
Coverage A	Statutory	
Coverage B	\$100,000	Each Accident
	\$100,000	Each Employee by Disease
\$500,000		Policy Limit by Disease

Insurance requirements for Special Event Liquor Licenses on City Property: SEE ALCOHOL SECTION OF THIS APPLICATION FOR EVENT CRITERIA AND THE REQUIRED LIMITS OF LIABILITY.

Liquor Liability	\$1,000,000	Each Common Cause and Aggregate
OR (Depending on Event):	\$5,000,000	Each Common Cause and Aggregate

The certificate shall name City of Scottsdale as an Additional Insured. The City's Risk Management division must approve of your Certificate of Insurance before you are issued your Special Event Permit. The Event Producer or their insurance representative may Contact the Risk Management Division at 480-312-2490 with any questions.



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SITE PLAN/ROUTE MAP

A site plan of your event site is required to ensure appropriate review by the Special Events Committee. A site plan is required for fixed venues and a routing map is required for moving venues. Attach the proposed route and indicate the start and finish areas. Computer assisted drawings (CAD) or scale blue prints are encouraged. At minimum, the site plan must be produced in a clear and legible manner. Include the following:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route, indicate direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. (A professional barricade plan from a barricade company may be required).
- The location and sizes of all tents (subject to Fire Department approval).
- The location of first aid facilities.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration.
- Exit locations for events that are fenced and/or locations with tents or other structures.
- Location of all security personnel.
- Locations of all signs and/or banners.
- Locations where liquor is being served.
- Locations of any vendors or exhibitors